

MEMORANDUM FOR: Chief, NFAC Administrative Staff

ATTENTION :



SUBJECT : Ranking Procedures for OIA Professional Employees

1. Per your request, this memorandum outlines the procedures used by the IA Career Panel* in the comparative evaluation ranking (CER) of professional personnel in the Office of Imagery Analysis. These procedures differ from those called for in the current NFAC Personnel Handbook. Accordingly, we have deferred formalizing them by written notice to make sure they are in conformance with the updated Handbook.

2. OIA supervisors have found the numerical Comparative Evaluation Factor System to be valuable in identifying individual strengths and areas in need of improvement. These numerical ratings are used only as "work sheets" in the evaluation process. They are not made a matter of record. They are one of several factors considered in arriving at a CER for an individual.

3. The CER process in OIA begins at the branch level with the branch chief using the Comparative Evaluation Factor System to numerically rate those analysts assigned to his branch. Then the division chief meets with his branch chiefs to review the ratings of all personnel in the division. This session serves to assure an objective and even application of the rating criteria within the division, and to arrive at the division chief's recommended CER rating which is then forwarded, along with the branch chief's work sheets, to the Office's Administrative Staff. The Administrative Staff compiles all recommendations, work sheets and most recent Fitness Reports on those being evaluated, and prepares a comprehensive file of evaluation data which is distributed to each panel member at least two work days prior to the scheduled Panel meeting so that the IA Career Panel has an opportunity to study the recommended CERs and work sheets in advance of the panel meeting.

4. In the IA Career Panel meeting, each division chief presents his division's recommended CER. Based upon information gained from his earlier sessions with his branch chiefs, the division chief discusses his recommended ratings and answers any

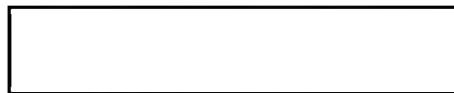
*IA Career Panel

OIA Director, D/D, Executive Officer, Chiefs of Division(4), and Chief, Production Group

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questions the panel may have. In addition to the division chief's presentation, the panel members may refer back to the branch chief's original work sheets if desired. The Career Panel session serves to assure an objective and even application of the rating criteria throughout OIA.

5. In most cases the panel accepts the CER recommended by the individual's division chief, and the CER is passed on to NFAC. In those cases where an individual's performance and capabilities are well known to other panel members, their input is also considered. In a few instances where the individuals are well known to the entire panel, particularly in establishing CER's for the more senior analysts and branch chiefs, a panel vote may be taken to arrive at the CER.



Noel E. Firth
Director
Imagery Analysis

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